



The Pre-K 411

Carol Holt Elementary
Pre-Kindergarten Handbook



Pre-K Teachers Introductions



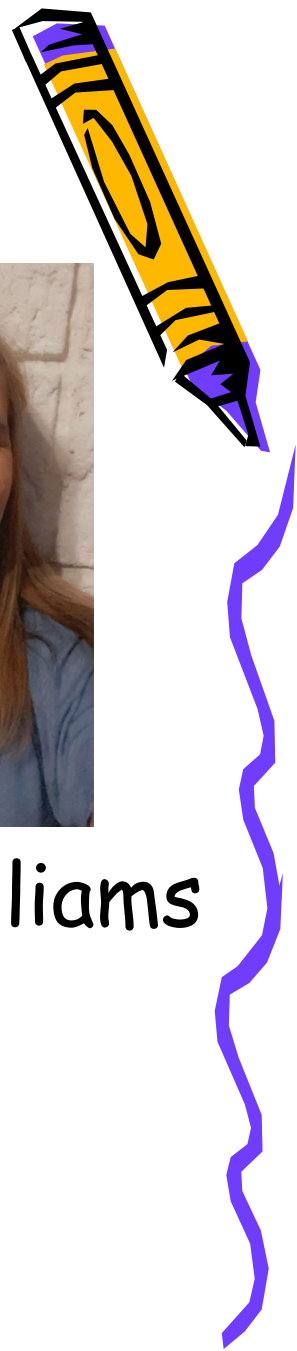
Mrs. Carver



Mrs. Eastman



Mrs. Williams



Introductions

- Principal - Mrs. Foster



- Counselor - Mrs. Robinson



- Asst. Principal - Mrs. Summerville



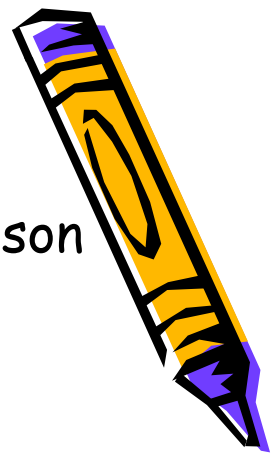
- ESL Teacher - Mrs. McKinney



- Nurse - Mrs. Bowlin



- Librarian - Ms. Taylor



Introductions

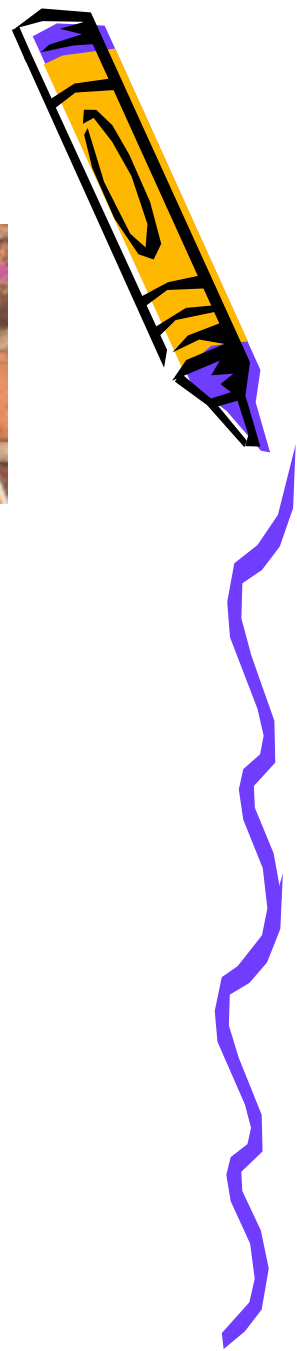
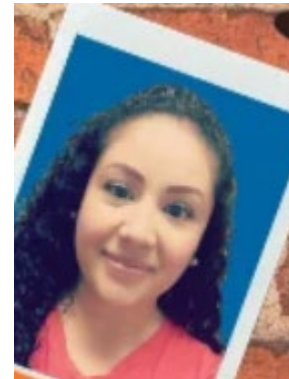
- Reading/Dyslexia Specialist - Mrs. Duvak



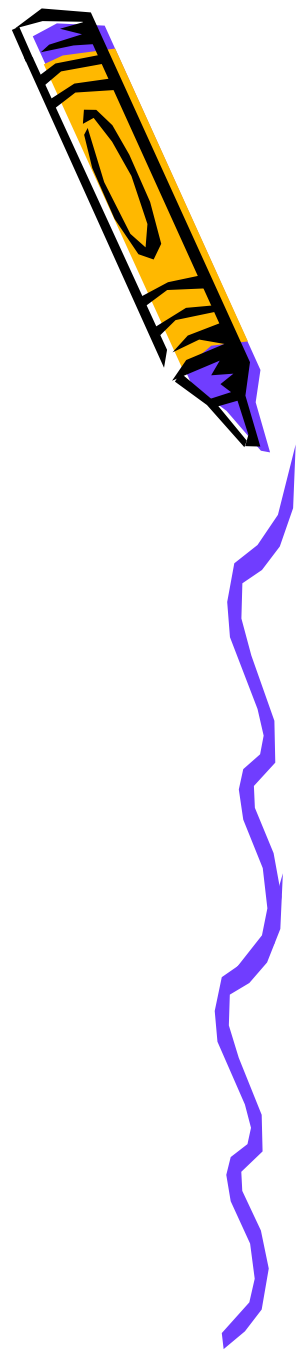
- Title 1 Interventionist- Mrs. Jaramillo



- Front Desk Receptionist- Mrs. Mendez



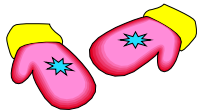
Expectation of Parent/Guardian



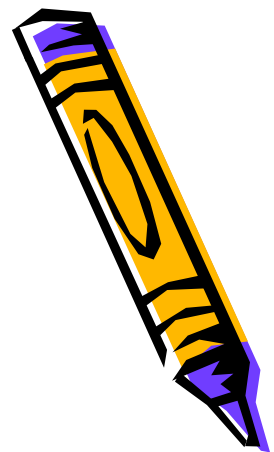
- If you have access Email me ASAP!
- Label all money coming to school
- Check & Clean Out folder daily
- Send in a complete change of clothes
 - shirt, pants, underwear, socks
- Encourage Independence
- Read, Read, READ!!!
- Label EVERYTHING!!



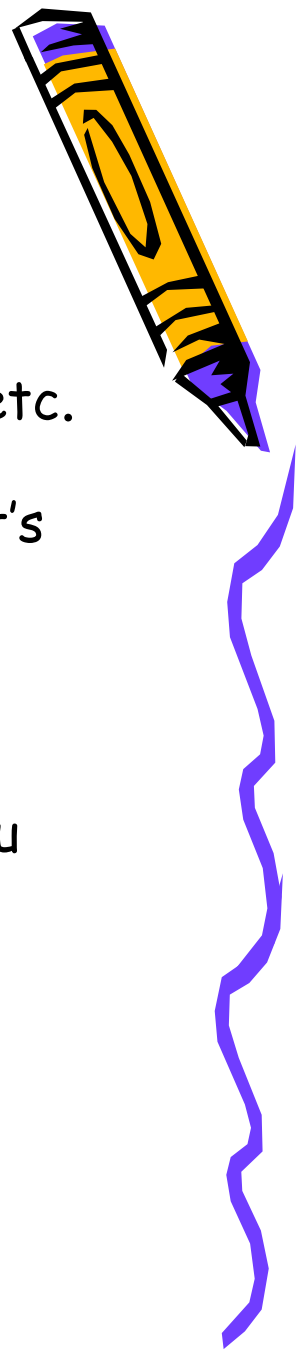
Please Label with a Sharpie



- backpacks
- lunchbox
- EXTRA CHANGE OF CLOTHES
- jackets
- Sweaters
- Coat
- Mittens/Gloves
- Scarves
- Anything that might get taken off



Expectations of Students



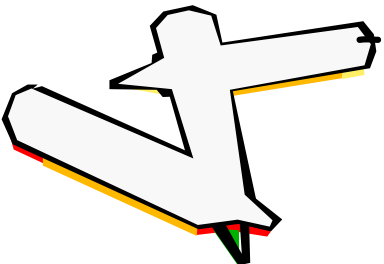
- Use Helping Hands & Feet -
clean up after self, body parts to self, walking feet, etc.
- Use Listening Ears - Follow all of teacher/assistant's instructions, listen when someone is talking, etc.
- Use Kind Words-inside voice
- Use Big Voice - when someone is doing something you don't like, when you need help
- Treat others as you wish to be treated
- Take care of personal items-
folder, backpack, jacket, etc.



Conscious Discipline

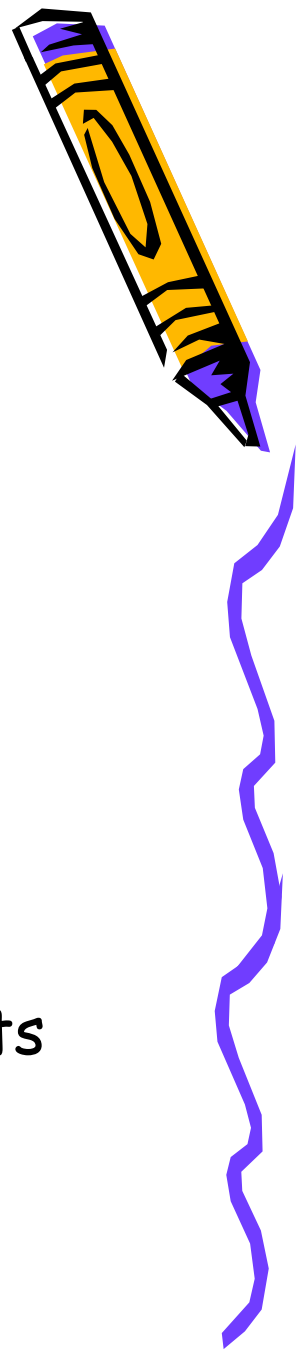
- Team work and good relationships are expected.
- We will focus on making helpful choices.
- We will review our rules everyday.
- We will have class meetings to solve class problems.
- We will place emphasis on developing & using self-control.
- If a child chooses to make sad choices, after the initial warning, continued misbehavior will result in a loss of privilege, time out and a note written in daily folder.
- Please review all expectations with your child.

www.consciousdiscipline.com



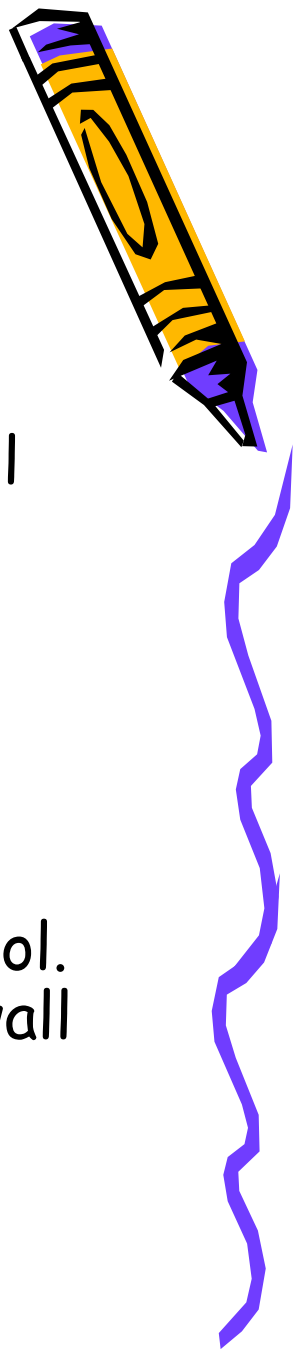
What we do & learn...

- Alphabet knowledge
 - - the letters (out of order) and their sounds
- Pre-reading skills
- Nursery Rhymes
- To write his or her name
- To produce rhyming words
- Build Vocabulary
- To count from 1-30
- How to add and subtract up to 5 objects
- Shapes and colors
- Social Skills



Morning Class Arrival & Dismissal

- Arrival between 7:30-7:45
in the FRONT of the school
- Meet in the cafeteria for breakfast
- Tardy @ 8:00 - must go to office to sign in
- Dismissal @ 11:10 in the FRONT of the school.
Please DO NOT take your child off of the wall
until they have been verbally dismissed by a
teacher.



Car Entrance
on Harris

Harris Road

Front of Building

Only Pre-K
Drop off/ Pick Up

Bus Lane

Hard
Court
Area

Play
Area

Play
Area

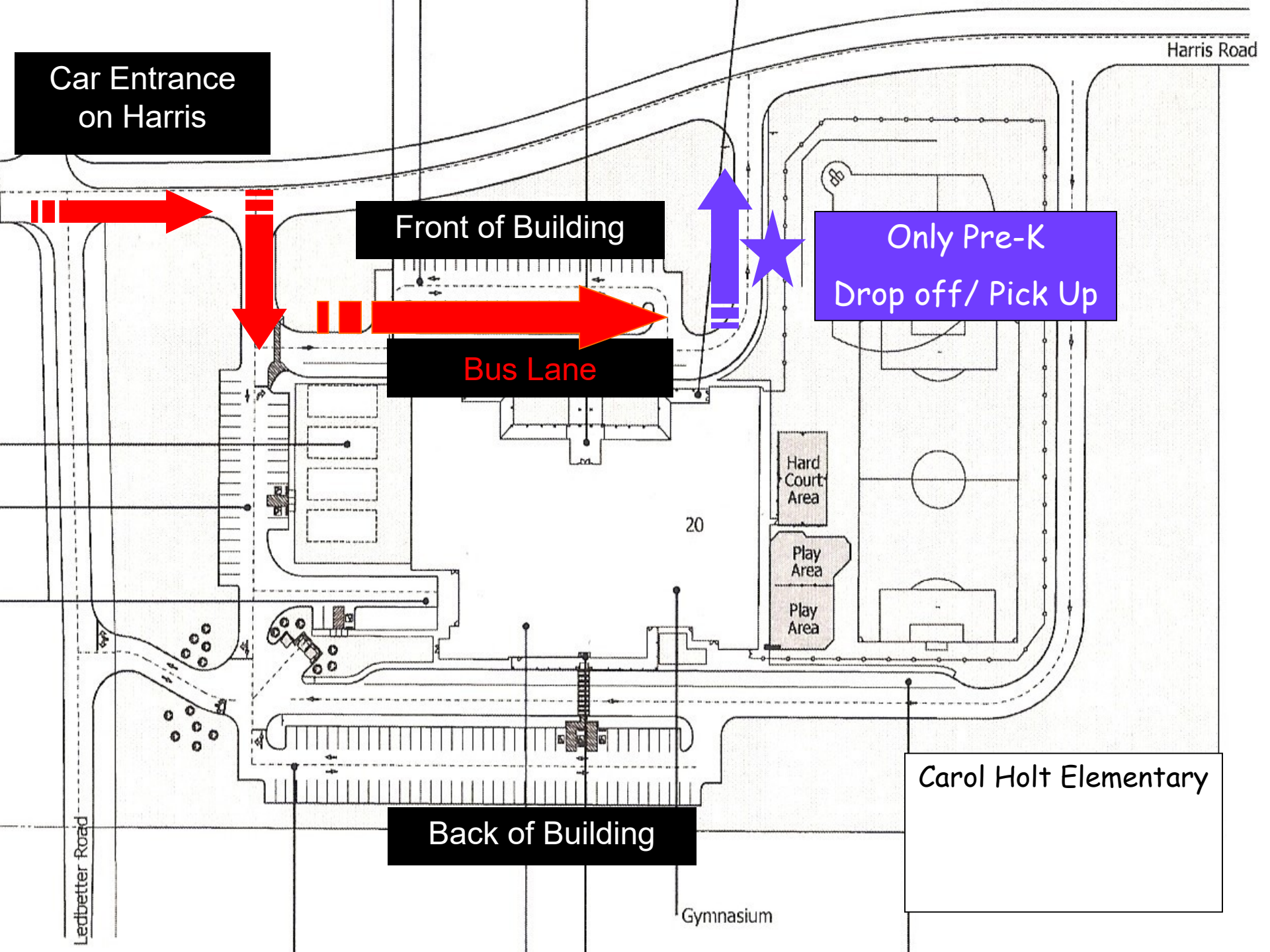
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Carol Holt Elementary

Back of Building

Gymnasium

Ledbetter Road



Afternoon Class Arrival & Dismissal

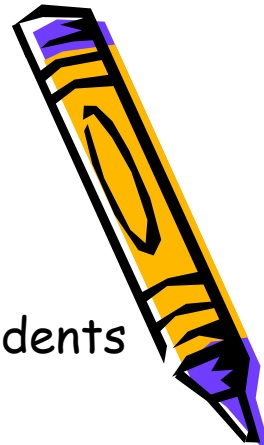


- Arrival @ 12:20 in the FRONT of the
- A teacher will pick ALL children up in the front of the school at 12:20. Please wait with your child until a teacher has arrived.
- Tardy @ 12:30 - must go to office to sign in
- Dismissal @ 3:30 - From the FRONT of the school
 - » Siblings
 - Students will be dismissed by a teacher from their classroom using the IDISMISS App.
 - Each student will have a tag to hang from their mirror with a number.





Drop off and Dismissal



- Car drop off and pick up will be in the back of the school. Students will be dismissed by a teacher from their classroom using the IDISMISS App.
- Each student will have a tag to hang from their mirror with a number.
- Please, make the teacher aware of how your child will be getting home.
- Due to traffic congestion we encourage you to walk or ride the bus.
- **If there is ever any change in transportation arrangements anytime throughout the year, we must have it in writing or we will stick with the original plan!!!**



Car Entrance
on Harris

Harris Road

Front of Building

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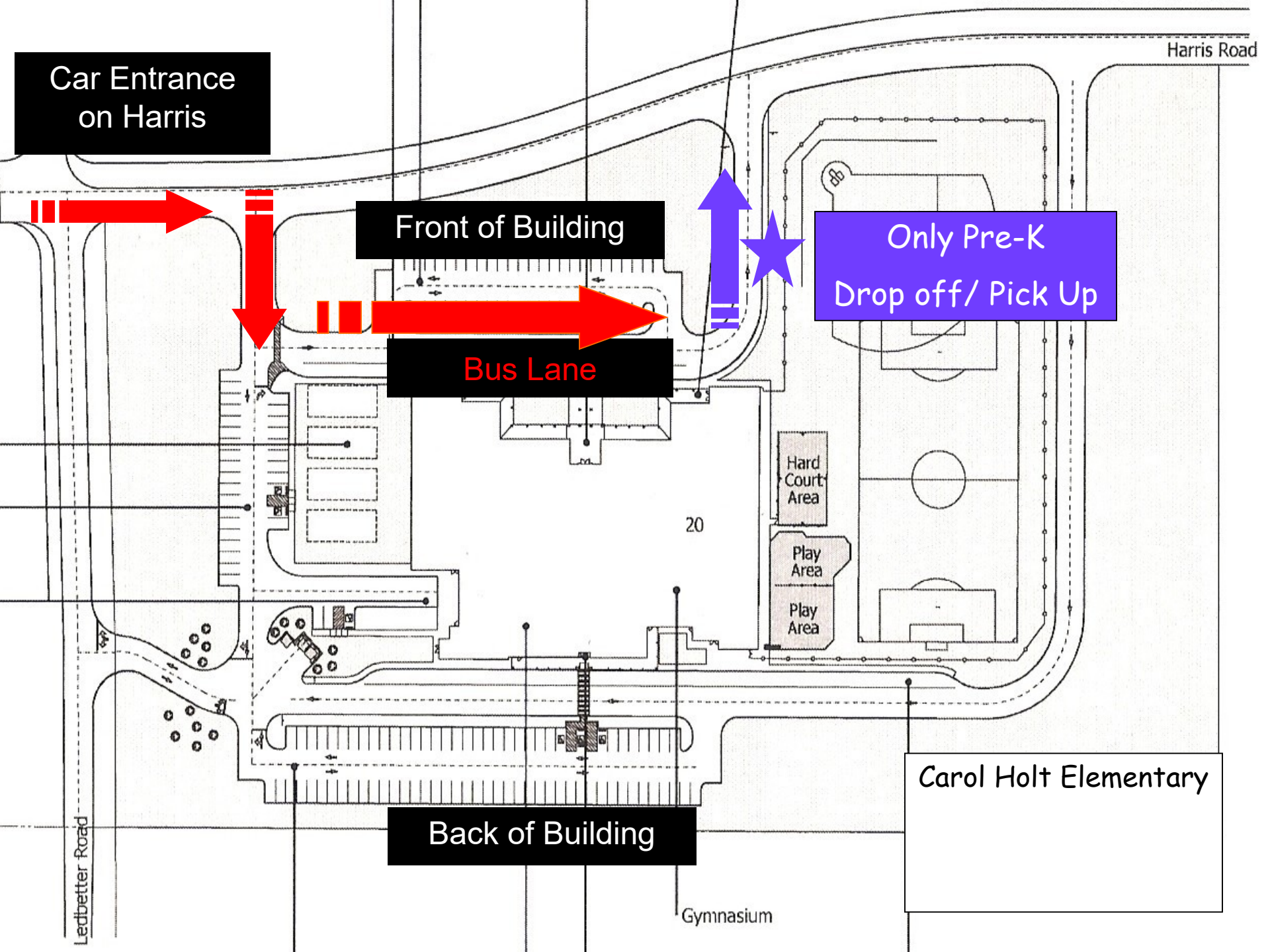
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Carol Holt Elementary

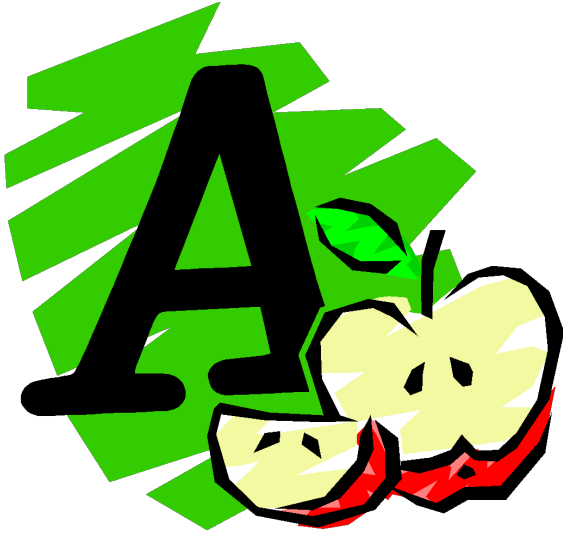
Back of Building

Gymnasium

Ledbetter Road



Attendance

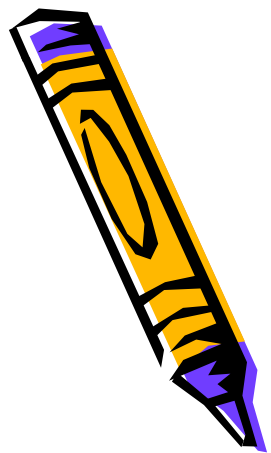


Morning

Siblings -may enter building at 7:30, but must go to the cafeteria or their grade level waiting area.

Kinder and First-Music Room
Second, Third, and Fourth-
Gym

After 5 absences or tardies
a letter of concern will be
sent home.



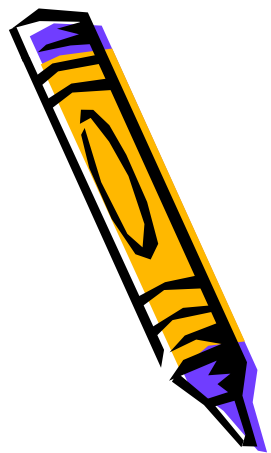
Absence

- If absent, a note stating the reason for absence is needed for documentation (you can send an email also) or a doctor's note if at the doctors
- We encourage children to be in school every day. However, if your child has a fever over 100*, is vomiting or has diarrhea, please keep them at home.
- Must be Tylenol/Advil free for and fever free for 24 hours before returning to school

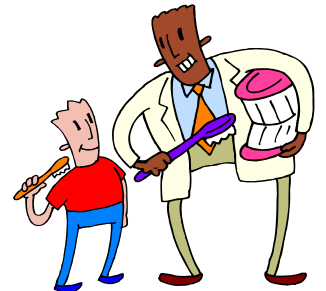




Need to pick up early?

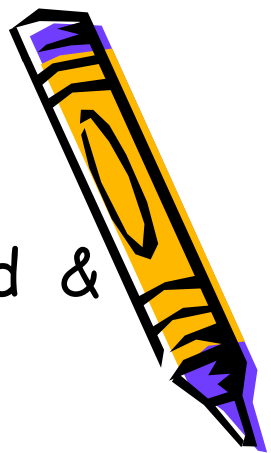


- To check your child out for any reason, you must first go to the office and sign him/her out.
- We cannot check out anyone from the classroom unless the office has notified us to do so!





Transportation



- Please be sure to fill out transportation sheet and leave with me.
- If your child is a bus rider you must contact transportation. 817-299-6060
- If your child goes to a daycare - you must contact them and provide us with the phone number and name of daycare
- **Midday run...**
 - Rush Creek Apartments - will begin on the 2nd day of school
 - If not at Rush Creek apt. will start around August 25 as long as we have all your information. (Taking AM kids home and bringing PM kids to school.)



- Any change in transportation throughout the year, must be **in writing** or we will stick with the original plan!!!





IEP Transportation



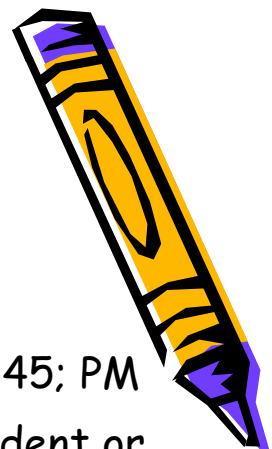
- Please be sure to fill out transportation sheet and & leave with me.
- If your child has an IEP and requested transportation - and all information has been sent
 - You should receive a phone call between August 10-12 from the driver with all the information you will need.
 - If you don't receive a phone call by August 12 -
CALL TRANSPORTATION at 817-299-6060 and tell them you need Special Education Transportation
- Any change in transportation throughout the year, must be **in writing** or we will stick with the original plan!!!

- <https://www.mansfieldisd.org/student-central/bus-routes>





Birthdays



- Parents may bring birthday treats to school, such as cookies or mini-cupcakes. Birthday treats will only be served during lunch time AM 10:45; PM 12:50 and parent/guardian must be present to pass out items. If a student or parent brings other items to celebrate the birthday, such as a prize bag, they will need to be passed out and put in backpacks so they are not a distraction or lost during the day. Please no balloons or arrangements of any kind (floral, cookie, fruit, etc.)
- Be aware of the food allergies of students in the classroom. Nurse Bowlin is able to help you identify any potential issues.
- "Un-Birthday's" June, July, & August birthdays will be celebrated in April and May.
- **Invitations to parties can only be handed out in class if everyone in the class is receiving an invitation, or if it is ALL of the girls or ALL of the boys.**





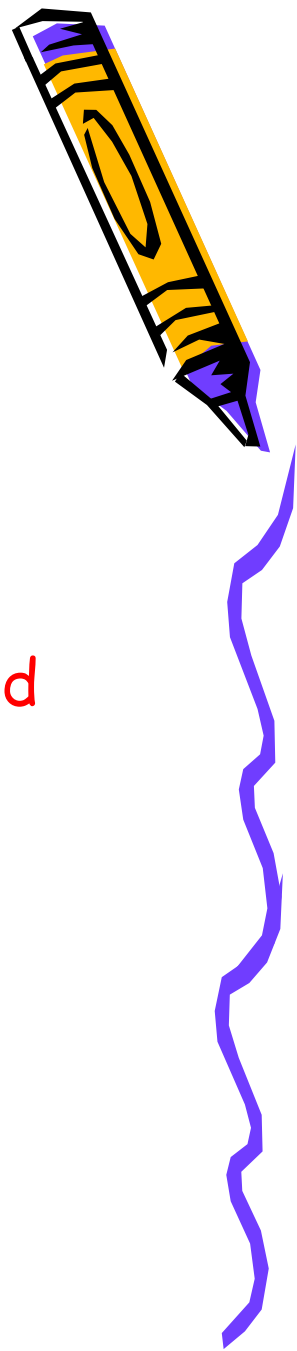
Conferences

- A formal conference with parents will be offered on Friday, October 8th, 2021. This is the official Parent Conference Day/Student Holiday.
- However, if you have any concerns please let the teacher know immediately and a conference will be scheduled right away.
- Our Daily Lunch and Conference time is between 11:05-12:20
- Open House is typically in the Spring. You will be able to come into the classroom (after hours) and see what your student does all day.



Communication

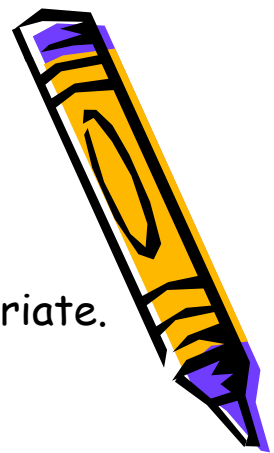
- I check my email throughout the day.
- Email -
 - Each teacher's e-mail is:
firstname.lastname@misdmail.org
 - These can also be found on the Carol Holt Webpage
- Please e-mail me as soon as possible so I can add you to my address book. Please put "update address" in subject line.
- Please **DO NOT** rely on email for transportation changes!
- Remind



Dress Code

The full dress code can be found in the Mansfield ISD student handbook.

1. Pants, shorts, skorts, dresses and skirts that will not stay up are inappropriate.
No sagging!
2. From the front and back shorts, dresses, skorts, and skirts must be no shorter than 5 inches above the top of the knee, including the slit. No cut-offs or body suits will be allowed.
3. Spandex, lycra, tights, leggings, jeggings nor yoga style clothing will be allowed, only if under pants, shorts, skorts, dresses and skirts that are deemed school appropriate. Shorts must be hemmed.
4. No spaghetti strap tops or midriff shirts or blouses (we shouldn't be able to see your child's belly)
5. If your child wears jewelry or hair items and they become a distraction, they may be asked to remove them during work time.
6. No belts please - it makes it hard for quick bathroom breaks



Field Trip



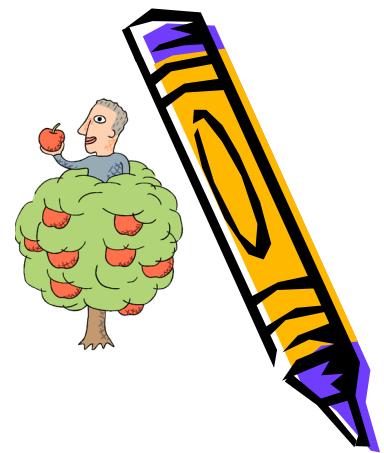
- Field Trip -
 - Please be on the look out for information regarding field trips.
 - We will get to go to the Jandrucko Academy for Early Learners





Giving Tree

AKA "Fill Our Boots"



- Outside of classrooms, are a needs list.
- Please feel free to take one.
- We will also send home requests for things throughout the year.
- If you can help, look for the boot at "Meet the Teacher".
- Thank you for your donation!!!



Homework

Read, read, read!!!!



Handbook

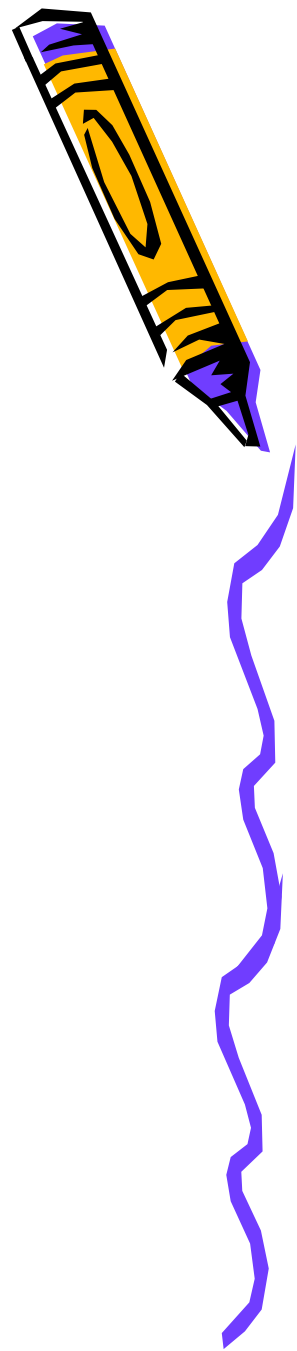
Please read the handbook carefully.

Please sign and return both
signature pages.

Pay special attention to the
"clothing" section.



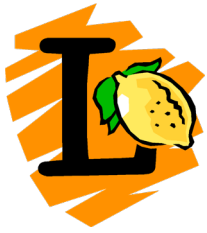
Knowledge is the Key



- If anything is going on in your family that might affect your child, please, PLEASE, let us know.
 - Illnesses, new baby, loss of job, grandparent illness, death in the family, separation, change in babysitter, moving, anything.
- **Health** - Please let us know of special circumstances, including food allergies, which may affect your child. These could include medication that may make him sleepy, a death in the family, etc. The school nurse can be notified regarding any additional medical issues at (817) 299-6460

Please let us know!





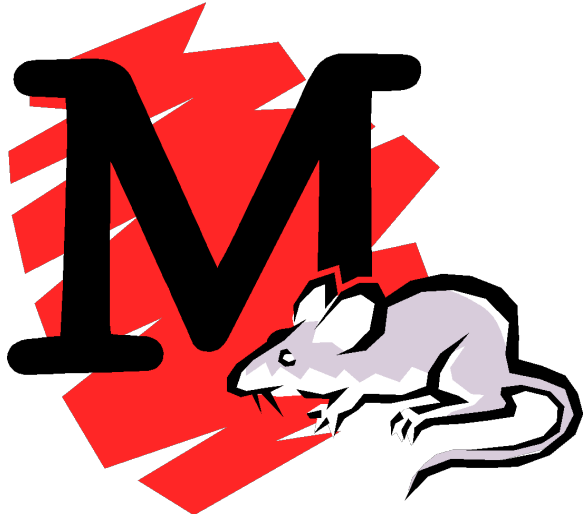
Lunch/Breakfast Time



- Breakfast and lunch is free for all students this year. It consists of milk, an entrée, and two sides.
- If your child is allergic to milk the cafeteria ladies need a note from your doctor.
- Menus can be found online. Please discuss the choices with your child. Also, lunch items do sometimes change.
- If eating lunch with your child - Please wait until after Sept 13th to let us get in a groove.
 - You must eat separately from the class and ONLY with YOUR child.

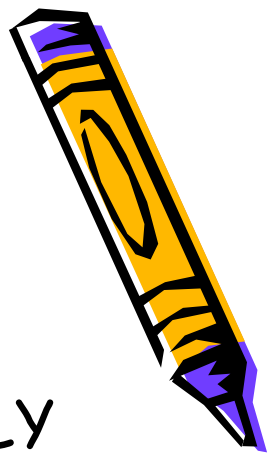


Money



PLEASE SEND MONEY ONLY
IN AN ENVELOPE or ZIPLOC
BAG LABELED WITH CHILD'S
NAME, TEACHER'S NAME AND
AMOUNT AND WHAT THE
MONEY IS TO BE USED FOR
(bookfair, pta, pictures, spirit
wear, etc).

If sending money for more than one
thing please put in separate envelopes
and make sure your child knows you are
sending money. All money must be
exact change.





Newsletter

Newsletters (S'more) will be sent out every other week via email. Please provide your child's homeroom teacher with your email address.

Nurse Bowlin

The school nurse can be notified regarding any additional medical issues at (817) 299-6460. The school nurse administers ALL medications needed throughout the school day.

She would greatly appreciate **any clothing donations** (underwear, pants, shorts, etc) and wipes.

Please let us know of special circumstances, including food allergies, which may affect your child, medication that may make him sleepy, a death in the family, etc.





Parties

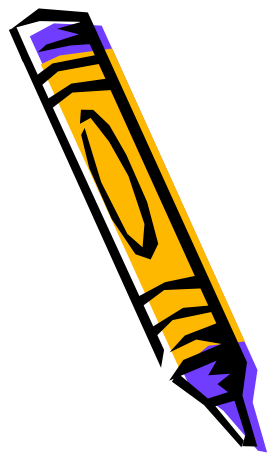
We have two class parties a year.

- A Winter Party & A Spring Party



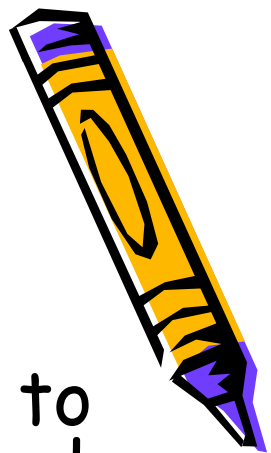
*Siblings are not allowed at the class parties

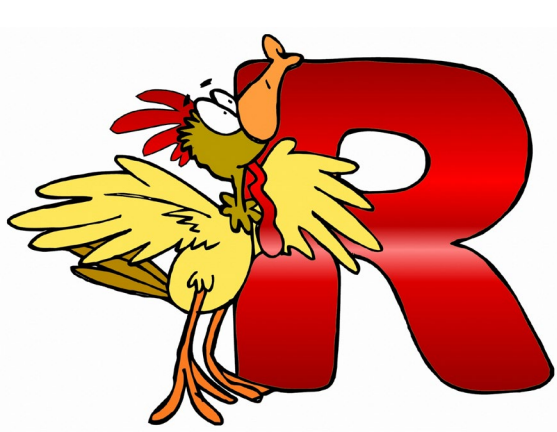
Paperless- Please provide an email address to your child's teacher, as we try to conserve paper.



Questions

We are sure that you may still have some unanswered questions. Please feel free to write a note, e-mail us, or call us at school (during conference time) at 817-299-6460.





Report Cards -

CLI Engage - (Children's Learning Institute)

- CLI come home 3 times a year (September, January, & May). Please be watching for that report to come home.



Safety

Safety is our number one priority. Always stop by the office to get a pass. Once in the office you will check in through the RAPTOR system using your drivers license.



Supplies

Backpack - big enough for a folder to easily fit in and no wheels please

See updated list - if you've already purchased items you may send them in, keep them, or return them DO NOT GO PURCHASE ANYTHING ELSE!!!

Please send a change of clothes for your child to keep at school for those "just in case" moments.





Toys

Bringing toys to school is discouraged for a number of reasons. If a toy is accidentally lost or broken, feelings will be hurt. Books are okay to bring in, just please make sure that they are clearly marked with your child's name.





Classroom Visitors



- A request for a parent and/or others to visit a classroom must be approved by the teacher at least a 24 hours prior to the visit.
- Approval for the day of the requested visit will be subject to the classroom activities scheduled and the need for student confidentiality and must be conducted in accordance with District policies.

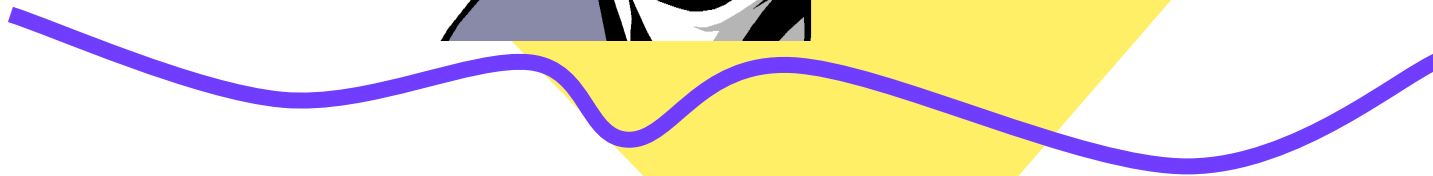
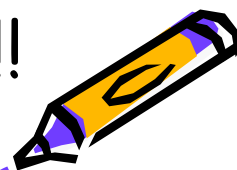




Volunteers



We Need You!!!





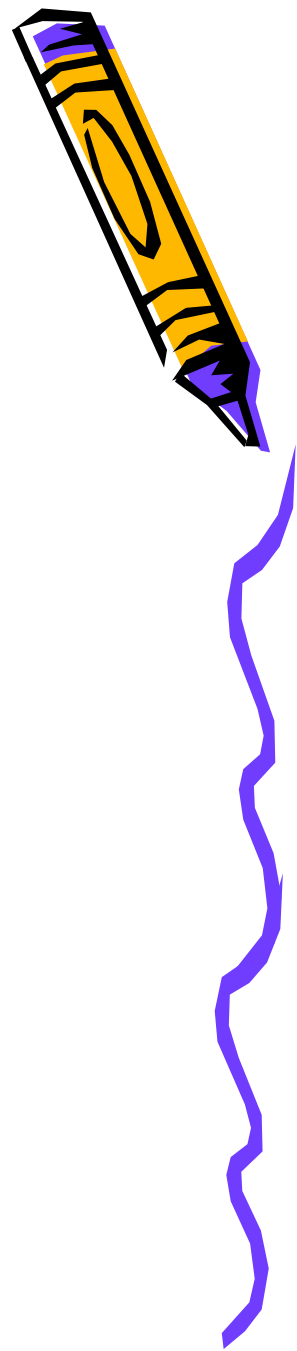
Volunteer



- Always, always stop at the office and sign in every time you come in the building. This is for your child's safety.
- Volunteers are greatly needed. All volunteers must complete a background check before volunteering on campus. Application for the background checks can be found at:
<https://www.mansfieldisd.org/departments/communications-and-marketing/community-relations/partners-in-education/volunteering>
- **IT IS SCHOOL POLICY THAT NO OLDER OR YOUNGER SIBLINGS SHALL ATTEND PARTIES OR FIELD TRIPS.**
- The best way to get to know our school, make friends and feel a part of our school is through volunteering.
- Please join PTA and inquire about volunteering. PTA does a lot for the children here at Holt from field trips, guest speakers, and events - but they need YOUR help!!
- If you wish to volunteer, contact your child's homeroom teacher.



Classroom Help & Take Home Help

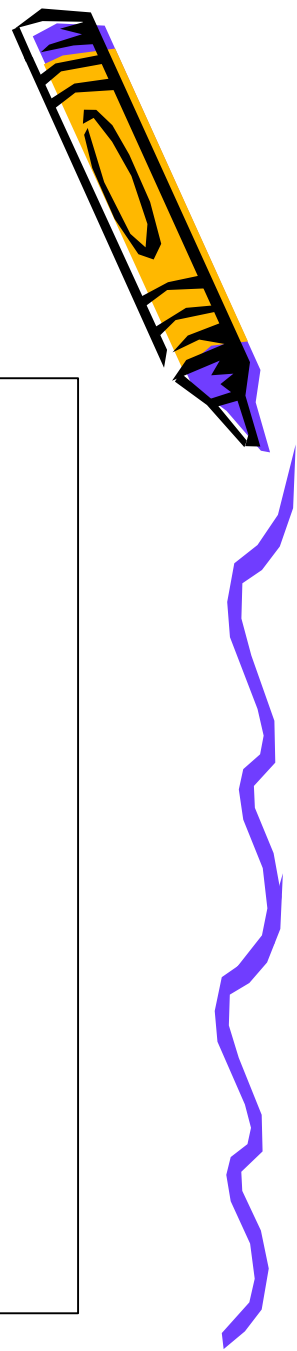


- Copies
- Die cut
- Put up & take down hall decorations
- Laminating
- Book Binding
- Reading to class
- And so much more....
- See classroom teacher for more information.



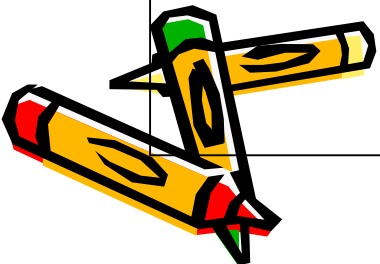


Web-page



- Mansfield ISD web page
 - www.mansfieldisd.org
- Carol Holt web page
<https://holt.mansfieldisd.org/>
- Carol Holt Facebook Page

All web-pages will give you important information.

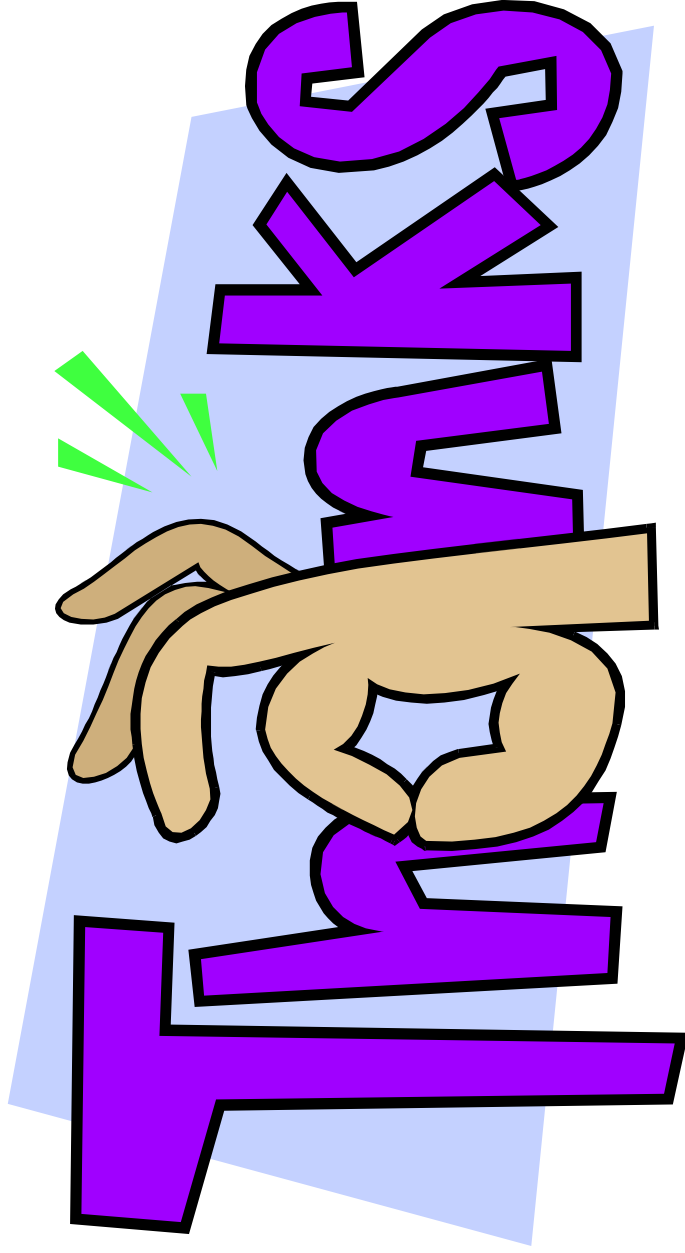


Quick Good-byes -
leave dry eyes.

We look forward to sharing with you this very special time in your child's life. Your questions, comments, suggestions, participation and support are most welcome and very much appreciated!!!



Any Questions??



See ya at Meet the Teacher

Feel free to bring supplies

Monday, August 22

5:00-6:00

