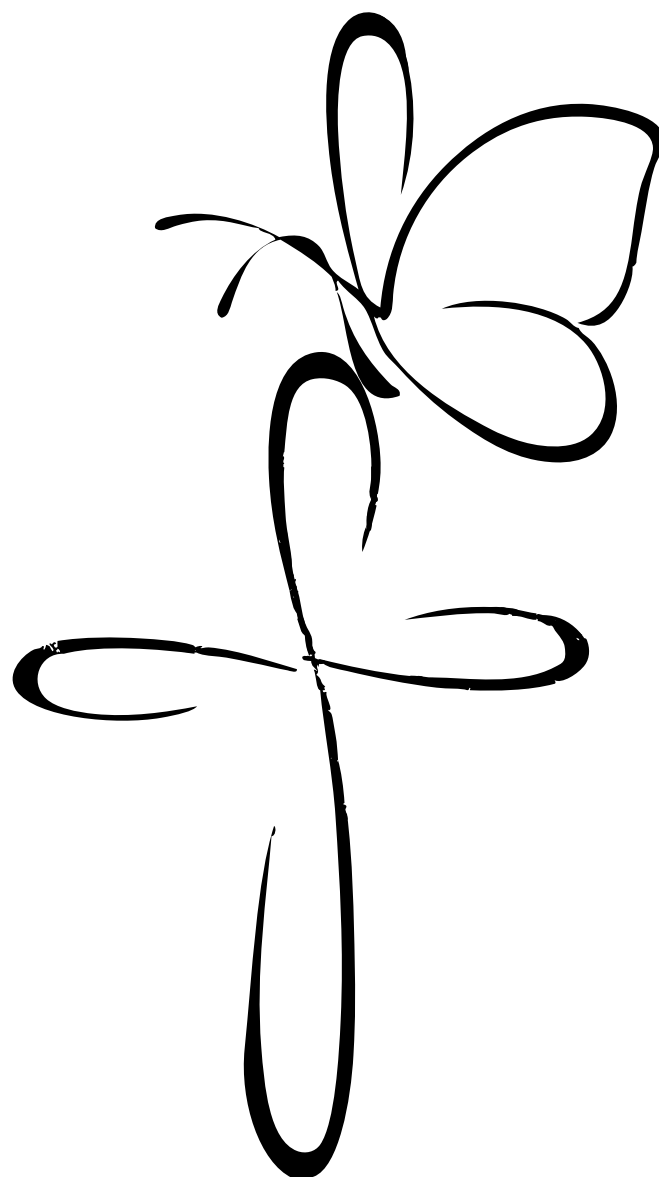


**BLACK MOUNTAIN PRESBYTERIAN CHURCH**  
**WEEKDAY SCHOOL**



**PARENT HANDBOOK**  
**2017-2018**

117 Montreat Road • P.O. Box 39 • Black Mountain, NC 28711

Phone: 669-2725 • Fax: 669-2727

email: [wkds@bmpcnc.org](mailto:wkds@bmpcnc.org)

## Policies

### 1. Entrance Requirements

**Age – A child must be 1, 2, 3, or 4 years old by midnight, August 31<sup>st</sup>, to attend Weekday School classes.**

#### February Registration

- During February, registration will be open to:  
Children currently enrolled in the Weekday School who will be returning next year.  
Children not currently enrolled who are children and grandchildren of members on the active roll of Black Mountain Presbyterian Church.  
Siblings of children currently enrolled in the Weekday School.
- Registration will be held in Conference Room II on the first school day in February each school year.
- Registration forms will be available in January. Registration forms for currently enrolled children will be placed in their baskets or given directly to the parents. Registration forms for siblings and for children and grandchildren of members on the active roll of Black Mountain Presbyterian Church may be obtained at the Weekday School office.
- Currently enrolled children, children not currently enrolled whose parents or grandparents are on the active roll of the Black Mountain Presbyterian Church, and siblings of currently enrolled should fill out registration forms and place them in the envelope provided. They may be dropped off at the school during the last week of January and placed in the appropriate container.
- Children currently enrolled will have their names drawn from the lottery\* at 8:00 a.m. on the first school day in February.
- Children not currently enrolled, who are children or grandchildren of members on the active roll of the Black Mountain Presbyterian Church, will have their names drawn from the lottery\* at 8:30 a.m. on the first school day in February.
- Siblings of currently enrolled children will have their names drawn from the lottery\* at 9:00 a.m. on the first school day in February.
- After the day of registration, parents who wish to trade their child's lottery-chosen slot with another parent may do so at their own discretion. This will not be an action of the Weekday School Committee or the Weekday School Director. The Director should be notified of the change by the parents involved.
- Registration for children currently enrolled, their siblings, and children not currently enrolled who are children and grandchildren of members on the active roll of Black Mountain Presbyterian Church will remain open until February 15<sup>th</sup> as spaces are available.

*\*Lottery – Sealed envelopes containing names of those wishing to register will be drawn randomly from a basket at the time designated for Registration. Registrations will be accepted in the order the names are drawn and spaces will be filled as they are available.*

#### Waiting List for Enrollment

A dated waiting list will be kept for those who seek to enroll their child in the Weekday School and do not meet the criteria for the February registration. This list will be in effect from the beginning of March each year until February 15 of the following year.

Those on the dated waiting list will be sent a letter on January 15. The parent is responsible for returning the letter to the Director of the Weekday School no later than February 15 to:

1. verify they still want their child on the waiting list.
2. verify the information on the child is correct (or make necessary corrections).

Once this information has been verified, the dated waiting list will be designated the *validated waiting list*.

### **Community Registration**

Community registration will begin on the third Monday in February. The Director will work through the *validated waiting list* to fill the remaining vacant spots in the classes for the school year beginning in September. Parents will be contacted according to the date the name was originally placed on the waiting list. Staff children will take precedence over waiting list when necessary.

### **Spaces Available after March**

Vacancies that occur after the close of the community registration will be open to children on the validated waiting list or whose name has been added after February 15. Parents will be contacted according to the date the name was originally placed on the waiting list.

### **Registration fee for the school year**

A registration fee of \$75.00 per child is to be paid at the time the parent registers a child and is due in February for each succeeding year a child is enrolled. This fee is non-refundable.

### **Enrollment Forms, Tuition and Insurance**

Before a child can be admitted to the Weekday School, the Director must have on hand the enrollment forms, personal information forms, the physician's statement, a copy of the child's immunization form, permission form, and the tuition policy, discipline policy and behavioral support policy. All immunizations as recommended by the child's physician are required.

All enrollment forms, one month's advance tuition will be due by July 15<sup>th</sup> in order to secure the child's placement in the Weekday School for the upcoming year. Should the family withdraw by August 1<sup>st</sup> the advance tuition will be refunded. A group insurance policy is purchased each year to cover your child

Thirty days written notice is required to withdraw a child from the program. This enables the school to process an application from the waiting list. If withdrawal takes place after the start of the school year, payment is required for 30 days following the withdrawal notice, whether or not the child continues to attend the school during that period.

### **Toilet Training**

Toilet training is not a prerequisite to entering the school.

## **2. Financial Arrangements - Fees for the 2016-2017 school year, based on a nonprofit budget, are:**

1 year old	M/W or T/Th	\$162.00 per month
2 and 3 year olds	M.W.F.	\$205.00 per month / T.Th. \$162.00 per month / 5 days \$367.00
4 year olds		\$278.00 per month

Fees for the second child in the family will be 20% less.

### **Tuition**

Tuition is based on the actual cost of operating the school. The first month's tuition is due along with all enrollment forms by July 15<sup>th</sup> each year. During the school year, tuition is payable by the first of each month. A notice will be placed in the basket of each child on the 5<sup>th</sup> of the month to remind parents who have not yet paid. If payment has not been received by the 10<sup>th</sup> of the month, there will be a delinquent charge of \$3.50 added to the tuition charge for that month. There will be a \$25.00 service charge on all returned checks. No credit on tuition is given for scheduled school holidays, family plans, or short illness (less than a month) which take the child out of school. Thirty days written notice is required to withdraw a child from the program. This enables the school to process an application from the waiting list. If withdrawal takes place after the start of the school year, payment is required for 30 days following the withdrawal notice, whether or not the child continues to attend the school during that period.

## Scholarships

A limited amount of money is available for scholarships on an emergency basis. It is expected that a child on scholarship would be in attendance and participate in the program at least 90% of the allotted days each month with the exception of illness or emergency. If during the year you have need of this supplemental service, please speak with the Director and set up a time for a conference.

### 3. School Closure Policy

Due to weather conditions or other emergency situations, there may be times when the Weekday School needs to be closed. In the event of unfavorable weather conditions, The Black Mountain Presbyterian Church Weekday School will follow the Buncombe County School recommendation for closure. When Buncombe County closes by districts only, we will follow the Owen School District. All school closures will run on WLOS TV, we will be listed as BMPC Weekday. If the school is closed, teaching staff are expected to report in for a workday if road conditions are suitable for safe travel. On days when there is a 2 hour delay for the county, we will open at 10 AM. However, if there is a 3 hour delay we will remain closed. The Weekday School will have 4-6 days built in to the schedule between December and May that we will use as make up days if needed. There will be no tuition discounts given for missed days.

Other situations, including but not limited to, electrical power failure, lack of heat or air conditioning or other situations which may endanger the safety and health of children and employees, may result in the Weekday School facilities being closed at the discretion of the Weekday School Director.

### 4. Arrival and Dismissal

The school day is from 8:30 a.m. to 12:30 p.m. A clipboard is provided outside the classrooms for parents to leave a phone number where they can be reached. **No child will be released to a person not authorized by the custodial parent/guardian. We will check the Drivers License of the person picking up to verify correct identification.**

#### Arrival

Parents are asked to bring their children no earlier than 8:30. Class begins when the first child arrives and there are a variety of activities in which each child may participate. Parents are reminded that a child who constantly arrives late will feel left out of the activities enjoyed by the other children in their class.

#### Dismissal

Dismissal time is 12:30 p.m. It is very important that the child be picked up on time by the expected person. A child becomes concerned and fearful when all the other children have departed and he/she is the only one left. Promptness and consistency on the part of the parent is how the child learns the concept of trust.

#### Tardy Pick-ups

Pick-up of the children at the stated departure time is important not only for your child but also for the daily schedule of the school. Teachers have scheduled work time after the departure of the children. They must clean up, set up for the next day and spend some time in planning before their work ends for the day. Failure of parents to pick up their children on time causes an unnecessary hardship on the teachers.

Parents who have not picked up their child by 12:40 will be considered *tardy*. A *tardy fee* of \$20 will be imposed for each infraction. Failure to pay the tardy fee(s) by the next month's tuition due date will result in termination of the child from the Weekday School.

A *Tardy Record* showing the date and time of the tardy infraction will be completed each time the parent is late. This form will be signed by the parent at the time of the pick-up and will be filed in the child's record. Time will be determined by a clock on the hallway wall.

In case of emergency or unavoidable delay, the late fee can be negotiated. The parent should call prior to 12:30 p.m. (669-2725 ext. 1114) and leave a message for the director or teacher with this concern.

*Approved by Weekday School Board May 20, 2003; Service Ministries June 9, 2003; Session June 23, 2003*

## 5. Parking Lot Safety

The safety of children while in the parking lot is a major concern. Parents must be responsible for their children when they are being brought to school, picked up from school and anytime a parent comes with a child during the school day.

Children are to be brought to the classroom by their parent or other responsible adult and left in the care of the teacher in the classroom unless they are being dropped off for the Giraffe Class. Then, be certain a teacher is watching. At the end of the day, teachers will keep the children in the classroom until the parent or responsible adult comes for the child.

While outside the building and in the parking lot, the adult should hold the child by the hand so that the child cannot dash out in front of a car.

Children should never be left alone in a car. Cars can pop out of gear too easily. Please bring all your little ones inside the building each time. We must all be proactive in our attempts to keep our children safe.

## 6. Observations and Visits

Parents are always welcome at school. We love to have your help! We do ask that you give us at least the first month to get the children settled into the classroom routine before you ask to come see us. It is very important for the children to understand that school is their place and that Amy family always comes back to get me. @ Parents and other interested adults are welcome to observe the Weekday School program. Appointments are encouraged but not necessary.

## 7. Separation

In order for your child to have as positive and happy an experience of entering school as possible, we suggest the following guidelines:

- < Apprehension for parent and child is normal. Relax. Attitudes are important. Your hesitancy can be felt by your child.
- < Expect the child to go to school happily and to have a good time.
- < Make an initial visit to see the room and meet the teachers before school starts. Use her name frequently, so the child becomes familiar with it.
- < If your child needs you, you may stay the first morning or for a part of the following mornings. Talk with your child about the toys you see and try to get him/her involved. Let your child know you are staying. We do encourage you to get involved in reading a book or some other absorbing activity to keep from focusing all your attention on the child. Begin to pull back without the child feeling you are.
- < NEVER sneak away without saying goodbye to your child.
- < When you and the teacher feel it is time to say goodbye, do so, and then leave quickly and unhesitatingly without looking back. Once you are gone, usually the child will settle down. We will be glad to call you and give you a progress report. We will not let your child continue to cry uncontrollably.
- < Please do not hang around outside the classroom door, but the first few mornings you are welcome to go to the small conference room at the end of the hall to wait, and we will let you know when your child is fine.
- < Please do not peep in the window to check on your child because that makes separation harder. If we need to, a child may walk with a teacher to get water thus helping to keep the other children from getting upset. Usually a child will be ready to stop crying and get back to the classroom to play after a short time away.
- < If separation seems too much at first, we may ask you to pick up the child earlier for a few days or perhaps car pooling and having someone else bring your child to school would be easier.
- < Be sure and give your child some extra time hugging and loving during the opening days. Try not to ask too many questions about school but let the time be as gentle, casual, and non-threatening as possible.

< As part of growing in independence and with courage, we ask that children walk into the building, and leave the same way. Separation is much more pleasant and secure for children when they walk in on their own, with you by their side, rather than being carried.

Because separation is such a difficult time for children and parents, we want to work with you to make the beginning time as smooth as possible. Working together we can give your child confidence in leaving you and knowing that you trust in us.

## 8. Conferences

Parent/Teacher Conferences are scheduled twice a year, and parents are requested to sign up. Conferences may also be scheduled any time the parent or teacher feels it is necessary. We want to assist you in any way that we can to help your child adjust to school and relate to you your child's growth and development.

Prior to your conference, you will be given the *Ages and Stages Questionnaire*. This is a developmental screening tool that will need to be completed by you. Teachers will also complete the questionnaire as a comparison. It is designed to be used by parents because you know your child better than anyone. These questionnaires will be used at both the Fall and Spring conferences. It gives you the chance to clearly identify your child's strengths and any possible delays.

We are always willing to talk with you concerning your child, but we do ask that you not talk about your child in your child's presence. No one likes to be talked about. If you need a conference or a quick phone call, arrange it at a time when your child is not around.

Also, instead of saying, "Was my child good today?" (We will always say "yes" in your child's presence), ask your child, "What fun things did you do at school today?" If there is a behavioral problem, we will let you know. Otherwise, your positive attitude will give your child a positive attitude and will encourage that child to feel good about himself/herself and the times at school and learning.

## 9. Health and Safety

The school will make every effort possible to protect the health and safety of the children. Upon enrollment, parents must file with us a health form, signed by the child's physician, and an up-to-date certificate of immunizations. If parents have chosen not to have their child immunized, then the child's physician must sign a letter that he/she is under care and the physician is aware of the parent's decision.

Cooperation of parents in helping prevent the spread of communicable diseases is of great importance. Children who are sick - even a little sick - are best treated at home. We ask you to please be considerate of other children and staff and not to knowingly bring your sick child to school. For a child's own protection and for the protection of others in the group, the staff asks you to keep a child home:

- **If he/she has a fever or has had one during the previous 24 hour period.**
- **If he/she is on an antibiotic, wait at least two days (48 hrs.) or until the child is feeling better.**
- **If he/she has a heavy or green nasal discharge.**
- **If he/she has a constant cough.**
- **If he/she is fussy, cranky, and generally not up to par or just really tired.**
- **If he/she has vomited or had diarrhea in the previous 24 hours.**
- **If he/she has symptoms of a possible communicable disease (lice, impetigo, strep throat, chicken pox).**

**Please call the school if your child has a communicable disease or has been absent from school for more than two days, so staff and parents can be alerted to watch the other children. Children are encouraged and expected to wash their hands upon entering the classroom each morning, after bathrooming and play. Hand washing is a big issue in early childhood programs and we will be asking children to wash hands frequently. Please be conscientious about this in your family, also. We also ask your help as we work with children in proper health procedures such as using a tissue when coughing and sneezing.**

**Your child may come to school:**

- If he/she has an allergy but is feeling fine and you have discussed this with the Director.
- When you are certain your child is no longer contagious.

If a child becomes ill at school, we will notify the parent to come and pick up the child. Please keep all emergency phone numbers current.

**In case of accidental injury, we will make an immediate attempt to contact a parent. If we cannot reach you, we will contact the person listed as an emergency person, or contact the child's physician. If necessary, we will also call the ambulance.**

**Until the arrival of a parent, the physician, or an ambulance, the Director will be in charge and make all decisions about the care of the child. You will be expected to assume responsibility for any resultant expense not covered by the school insurance. Please keep the school up-to-date on phone numbers, emergency numbers, and other pertinent information and remember to sign out so we can reach you in a time of need.**

Children's safety is our top priority. We have an Emergency Preparedness Plan in place. The exterior doors to the school will be locked each day at 9:00 AM. If you arrive after that time you will be required to enter through the front doors of the church. In the event that we have an unsafe visitor on the grounds or a child custody battle concern, the school will go into lock down mode. The teachers will close all classroom blinds and lock all doors and will direct the children to a safe place. The police will be called immediately. The director will communicate with the teachers via walkie talkies if necessary.

Fire Drills are conducted once a month during the school year. Staff will lead children through the appropriate steps in vacating the building in case of fire. The children will be led to a safe spot on the playground where they will be counted and given further instructions.

In case of a tornado warning, the teachers will move all the children to a safe area of the building where they will remain until the warning is lifted.

Your child will not be released to anyone unless we have written or verbal confirmation from you, or they are on your list as someone who may pick up your child. Everyone will have their identity checked prior to our releasing your child. In case of an emergency situation, children will not be released to anyone except their own family without verbal confirmation by phone.

**10. Insurance**

We recommend that you have your own medical and accident insurance for your child. Families are asked to purchase for \$3.20, a half day, nine month policy for your child. This insurance policy through the school covers your child while at school and transportation to and from school. This is a group policy so we ask everyone to join.

**11. Clothing**

Our school will provide daily activities in art, sand, and/or water play as well as outdoor play. Please dress your child in comfortable, washable play clothes and sneakers. **(Long dresses, flip flops, boots, and shoes with no back strap do not climb ladders or help you run fast and are not allowed.) Please be certain that your child's clothing allows for self dressing.**

Smocks are used for art and water play, but accidents still happen. **Therefore we ask each child to have at school a plastic zip-locked bag with a complete change of clothes that is updated seasonally** (shorts and snow do not go together). **Please bring this change of clothes on the first day of school and check it frequently to determine its usability.**

If your child is in diapers or in the process of toilet training we ask that you:

- **Keep 2 extra diapers in your child's basket.**
- **Keep extra training pants, pants, and socks and shoes in the basket plus a plastic bag.**
- **Have your child wear easy to manage clothes,** so that when he/she does need to go to the bathroom, he/she can do so independently and quickly.

## 12. Toys and Personal Belongings

Children should not bring toys, guns, jewelry, chap stick or makeup to school. We have lots of toys at school, and we know it is much easier to share school toys than “mine.” Also, we cannot be responsible for these items. Cartoon inspired toys encourage specific sorts of play. They keep children from the open ended activities which we offer and from the excellent equipment we provide. Chap stick and makeup spread germs because they are used by more than the original owner. These are issues that are of great concern to the teachers, so please help us and help your children learn to cooperate with our school rules.

## 13. What Children Can Bring to School

The teachers are eager for children to share special discoveries which they make at home or on trips with their families. Items representative of the changing seasons are always welcomed. Books or CDs may be brought to school to share at group time.

## 14. Messages

Verbal messages from the children cannot be accepted by the teachers. Please write a note or telephone the message. No child will be released to a person not authorized by a parent.

## 15. Snack

The Child and Adult Care Food Program Recommendations of the United States Department of Agriculture expect early childhood programs to serve snacks from two food groups. Therefore, each morning water and a cracker, vegetables, cheese, or fruit will be served around 10:30. To offset expenses for the school year, parents are asked to bring snacks each month. **Please check the package for freshness dates as we cannot serve the children out of date foods. We are a PEANUT FREE school. Please check the approved list before purchasing any crackers. Each Month, please provide one item from list A, and one item from list B.** Please be aware of how many children are in your child’s class and if there are any food allergies that will affect your selection.

**Lambs – 6 children and 2 adults**

**Raccoons – 8 children and 2 teachers**

**Kangaroos – 10 children and 2 adults**

**Giraffes – 24 children and 3 teachers**

### List A

Fresh, raw fruits and vegetables

Dried Fruit

Yogurt

Cheese

Sunbutter

### List B

Variety of crackers, pretzels, chips, graham crackers,

**(peanut free, and not made in a factory that produces peanut products.)**

In addition to these items, parents are welcomed to bring special snacks such as muffins or different breads. Just check this with your child’s teacher to see if there are any class allergies.

Water is served with snack each morning because of the body’s need for water and not sugary juices. Studies show that most American children do not drink enough water. Therefore, children have access to cups of water throughout the morning and at snack time. Learning is also enhanced as children hydrate their brain cells. Water is a necessary conductor for all electrical and chemical reactions in the brain.

## 16. Birthdays

If your child has a birthday during the school year, please talk with your child’s teacher if you want to bring a special, not too sweet, snack such as cookies or muffins. (Chocolate crumbs in quantity are difficult to clean up.) Maybe you and your child could make this snack together to share at school. We really prefer this special snack not be cupcakes with icing. Also, remember we have children with special dietary needs, so please plan with your child’s teacher. Your child’s teacher can also alert you to any food allergies or health issues that may be in the group.



Please do not bring balloons or favors for birthdays. Unblown-up balloons can be very dangerous, and it is hard to deal with favors at school. If you are having a party, please do not bring invitations to school, unless you are inviting the entire class.

Our emphasis at school will be on the unique and special way each child is growing - just as God planned. We want to keep the time special and happy, but also simple and not too over stimulating.

#### **17. Volunteers**

From time to time we need parent volunteers to help with special events, field trips, and just being in the classroom to play and enjoy the children. We encourage you to enter into our school activities. This can be a positive time of play and togetherness with you, your child, friends, and teachers. In October we ask parents of 4's who are available to plan on volunteering on a regular basis. Training is provided.

#### **18. Field Trips**

Our 3 year old and 4 year old classes will be taking walking field trips throughout the year to places we feel are of benefit to our learning experiences. These trips are carefully planned for learning with safety as a top priority. A first aid kit travels with us as well as emergency information on each child. When a field trip is planned, you will be notified and several parents will be asked to accompany us, so we can have plenty of hands.

#### **19. Family Pictures**

**Please send in family pictures by the first week of school.** We would like a snapshot of each child's family so that it can be mounted and displayed. These provide comfort and conversation as children see their families, and remind them of the really important people in their lives. It is important for each child that a picture of their family is posted so they can show their friends. Small collages or composites of several pictures may be used. Just do it! Thank you and your child thanks you.

#### **20. Newsletter**

A school newsletter will be published monthly to keep you updated on our happenings. Please take time to read it.

#### **21. Daily Program**

##### **▶ 4 Year Old Class**

Class for all children in the 4 year old Weekday School Program will be held 5 days a week. At the beginning of each school year the four year old class will be divided in half. The first school day half of the enrollment will attend. The second school day the other half of the enrollment will attend. The third day of school the full enrollment for the four year old class will attend.

##### **▶ 2 and 3 Year Old Classes**

2 and 3 year old children may be enrolled in either the Tuesday, Thursday or Monday, Wednesday, Friday class as space is available.

##### **▶ 1 Year Old Class**

1 year old children may be enrolled for either Monday/Wednesday or Tuesday/Thursday classes.

Three spaces in the 2 year old class and three spaces in the 3 year old class will be available for a child to be enrolled in both the Tuesday, Thursday and the Monday, Wednesday, Friday classes. These spaces will be made available only to single working parents or 2 parent households in which both parents are working outside the home. The parent(s) work schedule(s) at the time of registration must necessitate the child being enrolled for the 5 days a week in order to provide consistency of care of the child. These registrations will be by lottery\* as described in 1. Entrance Requirements. Monthly tuition will be a combined total of the tuition for the 2 day a week class and 3 day a week class.

## 22. **Special Needs**

The Weekday School is not staffed or equipped to serve children with serious special needs. Children with minor special needs will be considered on an individual assessment basis.

## 23. **Changes in Enrollment Status**

The Weekday School reserves the right to change the status of a currently enrolled child if the child's adjustment to school is unsatisfactory. That process will be as follows:

- The child's parents and teacher will confer to try and resolve the situation.
- The Director will meet with parents and teacher for additional advice.
- The Director will consult with community child development professionals as to services available and ways the Weekday School might address the child's issues.
- The child may be placed on a temporary leave of absence and, if necessary, scholarship money may be used to maintain the child's position in Weekday School. In order for a child to be placed on a temporary leave of absence, that child would have to exhibit behavior suggestive that the child might be an endangerment to the other children, self, or staff.
- Parents may be required to seek a professional evaluation for their child through the Director's request.
- If the parents are not in agreement with the Weekday School staff advisement, then the only alternative would be for the child to be withdrawn from the school and any advanced tuition refunded.
- This decision will be made after consultation with the Committee chair, the Elder Representative to the Committee, and the Director. The decision of the school shall be final.

## 24. **Differences between Parents and Staff**

If a parent has a difference with a teacher that cannot be easily resolved, the procedure is as follows:

- The parent and teacher will meet together to discuss their differences.
- If issues remain unresolved, then the Director will meet with the parent and teacher together.
- If needed, both sides will put in writing the issues for review by the Personnel Work Group of the Weekday School Committee. The Committee will decide if further intervention is necessary.

## 25. **Child Abuse and Neglect**

By North Carolina law, teachers are required to report suspected cases of child abuse and neglect. If such cases arise, the alerted staff member will report to the Director. The Director will then notify the Protective Services Unit of the Department of Social Service. The Director will keep the Committee Chair and Elder Representative informed of this action and the results.

If a parent accuses a member of the staff of Black Mountain Presbyterian Weekday School of child abuse and/or neglect, the following procedures will be followed:

1. The report of abuse and/or neglect to the Buncombe County Department of Social Services will be made by the parent. The Director and/or the Chair of the Personnel Work Group of the Weekday School Committee will assist the parent in reporting if necessary.
2. In addition to the investigation by the Buncombe County Department of Social Services there will be an internal investigation by the Director and/or the Personnel Work Group of the Weekday School Committee.
3. The staff member will be relieved of duties until the internal investigation is completed.
4. If the abuse and/or neglect charge is substantiated by the internal Work Group, the staff member will be terminated immediately.

## 26. Supplies

On the first day of school **each** child is asked to bring:

1 package of glue sticks

1 box of tissues

1 package of **WASHABLE** Markers or crayons

A Family picture

\$5.00 for picture processing

\$3.20 for school insurance

Also:

**PMO's (Lambs) and 2's (Raccoons)** are asked to bring: 2 packages of baby wipes

**3's (kangaroos)** are asked to bring **1 package of flusable wipes**

**4's (Giraffes)** are asked to bring 1 box of gallon sized ziplock bags

## One-year-olds – LAMBS

Our one year old class has six children with two qualified teachers. This program is designed to give toddlers an opportunity to experience community in a creative, planned environment. The children are able to interact with loving adults in a setting other than their home environment, and to learn about living in a small school group.

Our schedule will usually be as follows:

8:30	Greetings as children arrive and transitioning them into the play setting
9:00-10:00	Art, puzzles, special activities, reading books, playing, crawling and toddling with many toys.
10:00	Stroller Ride weather permitting
10:20	Clean up - wash tables and hands Snack
10:45-11:00	Diaper changing or take to bathroom while others are playing
11:00	Outside Playground (everyday as much as weather permits) or Gym
12:00	Wash Hands, Have a mini snack
12:20	Clean up Reading books and quiet play Diaper check
12:30	Dismissal. Convey to parents additional information on their child's morning.

## Two-year-olds – RACCOONS

Our two year old class of eight children, staffed by two qualified teachers, is planned to give these our youngest children a positive group experience whereby the children feel loved and secure while separating from their families. The children are encouraged to choose from varieties of materials and equipment that have been set out by the teachers and to work and play at their own pace side by side with other twos. The morning schedule will usually look like this, but with twos we will be very flexible:

- |       |   |
|-------|---|
| 8:30  | Greeting children and talking with them about their choices of activities in centers.           |
|       | Block Play  |
|       | Trucks and Cars   |
|       | Easel Painting  |
|       | Art Activities  |
|       | Manipulative toys   |
|       | Housekeeping and dress-up   |
|       | Puzzles and Pegs  |
|       | Reading books   |
|       | Science activities  |
|       | Sand/water play   |
|       | Playdough   |
| 9:45  | Bathrooming and Diapering   |
| 10:00 | Clean-up and group time, songs, fingerplays, movement and music                                 |
| 10:15 | Snack   |
| 10:45 | Outside to playground, every day that weather permits   |
| 12:00 | Classroom Quiet Play: water break, toileting & diapering, looking at books, play dough, puzzles |
| 12:20 | Closing Story time  |
| 12:30 | Dismissal   |

*Our schedule changes as the seasons do. As the children grow, our activities expand to meet their ever growing needs.*

## **Curriculum Emphases** **Two-year-olds – RACCOONS**

Each day will be filled with play, music, art, stories, and use of large muscles. There will be special experiences each month that will contribute to each child's learning, and teachers will follow the children's interests in lesson planning. Planned special emphasis for each month will be:

- September**    Coming to school  
                      Getting to know one another and the classroom routines  
                      Feelings  
                      We are alike, but different. We are Friends
- October**        Fall and Fall colors  
                      Apples  
                      Pumpkins
- November**    I live in a family  
                      Foods that are good for me  
                      Thanksgiving and thankfulness – "I am glad."
- December**    Advent - Getting ready for Christmas  
                      Christmas: Jesus is born  
                      Giving gifts
- January**        Introduce Storytelling  
                      Experiencing winter weather  
                      Bears and animals in winter  
                      Discovering our five senses
- February**     Valentines, We Can Give Love  
                      Pets and other animals  
                      Dental Health
- March**         Wind and kites  
                      Rain  
                      Spring  
                      Palm Sunday and Easter
- April**          God Loves Me  
                      Frogs & Tadpoles  
                      Caterpillars and Butterflies
- May**            Outdoor fun  
                      Mother's Day  
                      Bugs and Bees

## Three-year-olds – KANGAROOS

Our three year old class of ten children, staffed by two qualified teachers, is a child centered, developmental program. Under the guidance and support of the teachers a child selects from a wide range and variety of activities which encourage learning by doing. Children at this age still have more side by side play, but they enjoy talking with their friends and sometimes playing cooperatively together. There is a time in the morning both for child selected and teacher led activities. The morning will usually follow this type of schedule.

8:30 Children arrive and are greeted by teachers.

Children are encouraged to choose from the activities which have been set out as well as following their interests.

Block play	Nature and science activities
Housekeeping and dress up	Books
Puzzles	Table games for counting, learning shapes and/or letters
Playdough	Sand/Water play
Easel painting	Special Art Activities
Group Games	Manipulative toys (such as pegs, bristle blocks)

Depending on the special topic for the morning or week there will be other special activities such as cooking. Pretending is a big component of this first part of the morning as children creatively expand their play themes.

9:00 Morning group time with songs, conversation, sharing and a story

9:20 Centers

10:00 Toileting, hand washing

10:20 Clean-up

10:30 Finger plays and Movement on the Rug

10:40 Snack and conversation

11:00 Outside playground (everyday the weather permits or gym)

12:15 Closing book and prayer

12:30 Dismissal

## Curriculum Emphases Three-Year Olds - Kangaroo Class

Each day will be filled with play, music, art, stories, and large muscle activities. There will be special experiences each month that will contribute to the child's learning, and the children's interests will be followed in lesson planning. The planned special emphases for each month will be:

**September** Welcome to School!  
Our School Family  
Learning about Our Feelings

**October** Introduce Storytelling  
Celebrating Fall  
Colors and Shapes  
5 Senses

**November** Healthy Foods  
Taking care of our bodies  
Families  
Thanksgiving

**December** Advent - preparing for Christmas  
Christmas - a time to share gifts and celebrate the birth of Jesus

**January** Epiphany - the Wise Men visit Jesus  
Celebrating Winter  
Hibernation/Winter Animals  
Naming an important Person - Martin Luther King, Jr.

**February** Transportation  
Valentine's Day – a time of showing love for friends, family and God  
Dental Health  
Dr. Seuss

**March** Dinosaurs  
Pets  
Rainbows and Weather Changes  
Wind, Air, Bubbles  
Palm Sunday  
The Easter Story

**April** Caterpillars and Tadpoles  
Earth Week

**May** Seeds and Plants  
Mother's Day  
Ocean Life  
Friends

## Four-year-olds – GIRAFFES

Our four year old class with twenty-four children and three qualified teachers is an active, child oriented classroom with carefully planned learning experiences concerned with the child's total development. We work with children on fostering independence and promoting traditional cognitive thinking skills, but we work equally hard to help children develop socially, physically, emotionally, and spiritually. You will see four year olds busily engaged sorting out information relevant to their concrete learning they experience as they are playing together in a caring and nurturing environment.

**8:30 Arrival and greeting**

Puzzles, Books, manipulative toys, working in centers

**8:45 Opening Ritual**

Fingerplays, songs, calendar, weather, sharing, prayer

**9:00 Center time**

Blocks	Writing
Housekeeping and dress up	Ipad station
Painting at easel	Books
Art at tables	Listening to books on tape
Creation station	Math games
Fine motor manips	Science exploration
Sand and water tables	Loft
Puzzles	Language Art Activities

**10:15 Clean up, toileting, washing hands, setting tables for snack**

Books, music, teacher story time while everyone finishes

**10:30 Blessing and snack**

**10:55 Small group time (1 teacher, 8 children) Activities, stories, discussion**

**11:00 Outside play** (Everyday weather permitting or Gym during inclement weather)

**12:15 Closing ritual**

Children tell their own stories  
Review of the day, set the stage for tomorrow

**12:30 Dismissal**

As our year progresses we will have field trips and guests to broaden our children's experiences. In our individualized approach to teaching, the young child can move at his/her own pace and build a concept of being a successful, competent person who finds enjoyment in learning for the sake of learning. Our three primary care groups ensure engagement of a teacher with each child not only during centers but in small group and at snack.



## Curriculum Emphases Four-year-olds – GIRAFFES

<b>September</b>	Getting to know you How to be a friend Join in and play Classroom routines Name games
<b>October</b>	Bugs and spiders Family and Community Fire safety Talk and work it out Share and take turns
<b>November</b>	Fall and harvest Nutrition Manners Helpfulness
<b>December</b>	Advent Family Traditions The Nativity story Letter/sound connections Kindness
<b>January</b>	Epiphany Winter Dr. Martin Luther King, Jr. Dinosaurs Perseverance
<b>February</b>	Our Solar System-outer space Valentines Day Dental Health Truthfulness
<b>March</b>	Weather Personal safety Feelings Palm Sunday The Easter Story
<b>April</b>	Spring, life cycles Accept and value each person Kindergarten Conversations
<b>May</b>	Farm Plants, flowers, trees When I feel afraid Revisit our favorite themes